1. Process for Nominating a Property to the National Register of Historic Places

Before beginning the National Register of Historic Places nomination process, please contact SHPO.

It is normal for nominations to take up to nine months to one year to get listed from the point of first submission. Nominations usually go through two drafts before being scheduled for an OHSPAB meeting. Nominations that are submitted with all required components: all sections of the form filled out including substantive completion of Sections 7 and 8, USGS map, and photographs will be considered complete submissions. (See Checklist) Nominations that are incomplete, i.e. missing photos or substantial text from the narrative sections will be accepted but not scheduled for review until all necessary items have been submitted. SHPO will notify the preparer of any missing elements that will need to be submitted.

Complete nominations submitted at any time during the calendar year will be scheduled for a 60 day review period. The nominations, once determined to be finalized and ready to move forward will then be scheduled for the next appropriate OHSPAB meeting. Submitting a nomination prior to the first submission deadline does not guarantee that it will be scheduled for the next scheduled meeting.
2. Process for Nominating a Property to the National Register of Historic Places

Property owners, local government entities, and State Representatives are notified via certified letter at least 60 days prior to the OHSPAB meeting for properties located in a Certified Local Government (CLG) and 30 days prior for properties located in a non-CLG.

OHSPAB meeting agenda and presentation order are posted on the SHPO website (see below) three weeks prior to the meeting. Property presentations are ordered by distance, closest first, to give time for property owners and attendees coming from farther away more travel time.

Attendees RSVP to SHPO no later than the week of the OHSPAB meeting. RSVP deadline will be included in notification letters. Anyone can attend the meeting regardless of affiliation with a property being nominated.

Short, two minute Power Point presentation on each property is given by SHPO staff member.

After each presentation the board votes to give their recommendation on whether the property meets the National Register criteria and should be forwarded to the National Park Service (NPS).

Nomination is recommended to be forwarded to NPS.

Yes

Reject

Table

Nomination is not recommended to be forwarded to the National Park Service.

Nomination can be presented before OHSPAB again, if specified issues are addressed.

Just what is OHSPAB?

The Ohio Historic Site Preservation Advisory Board is a 17-member, governor appointed board that advises the State Historic Preservation Officer and the Ohio History Connection Board of Trustees on historic preservation issues. The advisory board evaluates the significance of properties nominated to the National Register of Historic Places and makes recommendations to the State Historic Preservation Officer.

The advisory board meets four times a year. The board includes a majority of professionals such as architects, historians, planners, architectural historians, archaeologists, and public members from around the state who have expertise in Ohio history, architecture, and archaeology. Board members demonstrate a knowledge of and interest in historic preservation.

*Want to know if your property is in a Certified Local Government? Check out our website to learn more.
http://www.ohiohistory.org/clg

Website for OHSPAB agenda and meeting information: http://www.ohiohistory.org/nationalregister
3. Process for Nominating a Property to the National Register of Historic Places

Following OHSPAB, all nominations that were approved with no changes recommended by the board are given a final review. Any remaining technical items identified as yet to be addressed must be completed by the preparer.

Yes

Following OHSPAB, all nominations that are approved, but with changes recommended by the board are returned to the preparer with a memo outlining Board requested items or questions. Any remaining technical items identified as yet to be addressed must be completed by the preparer.

Yes

Did you know? The final review following OHSPAB is the step that often slows most nominations down in the process. Nominations that are approved by OHSPAB with no changes can conceivably be sent to NPS immediately following the meeting. Incorrect or missing photos, USGS maps, and photo CDs are the most common technical deficiencies holding nominations from being sent forward. The more complete the nomination submission, the faster it will move through the process.

Following OHSPAB, all nominations that are approved, but with changes recommended by the board are returned to the preparer with a memo outlining Board requested items or questions. Any remaining technical items identified as yet to be addressed must be completed by the preparer.

Nominations returned to SHPO and are reviewed by staff. If all issues have been addressed, the nomination is scheduled for next appropriate OHSPAB meeting.

NPS begins its 45-day review period once nominations are received. Owners are notified via letter that the nomination was approved and forwarded.

If the National Register of Historic Places staff approves the nomination, the property is officially placed in the National Register of Historic Places.

SHPO is notified of weekly listings and then notifies property owners and interested parties of the listing via letter.